
$\mid$ Enter Cal \| View Cal \| Aprv/Disaprv Cal| Blank Cal| Enter School Building Interruption/Closure \| View Only - School Building Interruption/Closure 」 Approve - School Building Interruption/Closure \| User Guide

Guidelines for School Calendar Preparation
For 34-049-0240-04-0000 Millburn CCSD 24
Enter Begin and End Dates/Length of School Day
Regular School Begin Date: Regular School End Date:

| Aug | 19 | - |
| :---: | :---: | :---: |
| 8:00 |  | Normal School Day Start Time (A.M. in |
| AM |  | the format hh:mm, eg. 8:10) |


| Jun | 8 | T |
| :---: | :---: | :---: |
| 2:30 |  | Normal School Day End Time (P.M. in the format hh:mm, eg. 3:20 |
| PM |  | ) |

## Hours: Minutes: Instructional School Day Length

$5 \quad 30$
Amount of time in hours and minutes which represents the attendance center with the shortest instructional day, eg. 5hrs. 15 minutes. Passing time between classes, lunch periods and recess must be excluded.

## SAVE DATE/TIMES

## Clear Entire Calendar

CLICK 'SAVE DATE/TIMES' TO UPDATE START AND END DATES ON CALENDAR SHOWN BELOW. Upon clicking the 'SAVE DATE/TIMES' button, all days in your calendar within the scope of the Regular School Begin Date and the Regular School End Date will populate with an ' X ', with the exception of Legal School Holidays.
Correct the Regular School End Date in order to remove unused proposed emergency days (XED) recorded at the end of the school year.

## Click here to hide Begin \& End Dates section. ENTRY ITEMS FOR THE DAY 6/8/2015

## MONTH CALENDAR:

Use < and > to change the month on the calendar or select from the boxes: Jun 8
GO

|  |  |  |  |  |  |  |  | June 2015 |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Mo | Tu | We | Th | Fr | Sa | Su |  |  |  |  |  |  |  |
| $\underline{25}$ | $\frac{26}{\mathbf{X}}$ | $\frac{27}{\mathbf{X}}$ | $\frac{28}{\mathbf{X}}$ | $\frac{29}{\mathbf{X}}$ | $\underline{30}$ | $\underline{31}$ |  |  |  |  |  |  |  |
| $\frac{1}{\mathbf{X}}$ | $\underline{2}$ | $\underline{3}$ | $\underline{4}$ | $\underline{5}$ | $\underline{6}$ | $\underline{7}$ |  |  |  |  |  |  |  |
| $\underline{8}$ | $\underline{9}$ | $\underline{10}$ | $\underline{11}$ | $\underline{12}$ | $\underline{13}$ | $\underline{14}$ |  |  |  |  |  |  |  |
| $\underline{\mathbf{1}}$ | $\underline{16}$ | $\underline{17}$ | $\underline{18}$ | $\underline{19}$ | $\underline{20}$ | $\underline{21}$ |  |  |  |  |  |  |  |
| $\underline{22}$ | $\underline{23}$ | $\underline{24}$ | $\underline{25}$ | $\underline{26}$ | $\underline{27}$ | $\underline{28}$ |  |  |  |  |  |  |  |
| $\underline{29}$ | $\underline{30}$ | $\underline{1}$ | $\underline{2}$ | $\underline{3}$ | $\underline{4}$ | $\underline{5}$ |  |  |  |  |  |  |  |

Monthly
Attendance:
6 Accum Attendance: 176
ENTRY INSTRUCTIONS: 1) Please click on an underlined date in the calendar above. 2) Select a calendar code from the dropdown box, above right. 2B) Enter times and explanation ONLY if required by the code 3) Click on the 'SAVE DAY ENTRY' button to update the database. 4) If NO red error messages are displayed under the 'SAVE DAY ENTRY' button, verify the totals at the bottom of the page and click on the 'SUBMIT..' button at the bottom of the page. NOTE: Brief Explanation (Required for FPT, XHPT, FI, XHI, XHS codes) should include in 1000 char. or less (1) the ways

Code:(REQUIRED)
SELECT CALENDAR CODE

Student Attendance Time: (only XHI,XHPT,XHS,XID,or XDS) (hh:mm, eg. 8:10am)

Activity Time: (only XHI, FI, XHPT, FPT, or XHS)
(hh:mm, eg. 12:30pm)
$\square$
(Note for FPT - if the previous evening was used for Parent/Teacher Conf., enter the times of activity for the previous evening in the Brief Explanation on the FPT day)
Brief
explanation:
(XHI, FI, FPT,
(XHI, FI, FPT,
XHPT, XHS,
AOG, XID, or
XDS)
Times and brief explanation boxes above are ONLY for Parent Teacher Conf. (XHPT, FPT), Teacher Inservice (XHI, FI), School Improvement (XHS), Interrupted School (XID), Delayed Start (XDS), or Act of God (AOG) days

SAVE DAY ENTRY
staff members will be involved in planning the program, (2) the objectives of the program, (3) a definition of the program, activities and objectives and (4) the method of evaluating the effectiveness.
Codes AOG, XID, and XDS also require a brief explanation for the reason for closing.

| Calendar Legend - Total Number of Days |  |  |
| :--- | :--- | ---: |
| Calendar Code | Code Description | No. of Days |
| X | Pupil Attendance Day | 174 |
| XHPT | Half-Day Parent/Teacher Conference | 2 |
|  |  | 4 |
| TI | Teacher Institute/Workshop |  |
|  |  | 3 |
| ED | Emergency Day | 10 |
| HOL | Holiday | 18 |


| Calendar Code | Code Description | No. of Days | Totals |
| :--- | :--- | ---: | :--- |
| X | Pupil Attendance Day | 174 |  |
| XHPT | Half-Day Parent/Teacher Conference | 2 |  |
| TI | Teacher Institute/Workshop | 4 | Total Attendance Days: |

